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Logistics)

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JOB-GRADING SYSTEM MANUAL FOR
NONAPPROPRIATED FUND INSTRUMENTALITIES

The Deputy Assistant Secretary of Defense (Civilian Personnel Policy and Requirements), Office of the Assistant Secretary of Defense (Manpower, Installations, and Logistics), has authorized the following changes to DoD 1401.1-M-1, "Job Grading System Manual for Nonappropriated Fund Instrumentalities," October 1981 (Change 1 was issued October 29, 1982; Change 2 on January 11, 1984; Change 3 on May 23, 1984; and Change 4 on May 31, 1984):

PAGE CHANGES

Remove : Pages i&ii, 4-9 through 4-12, 4-200&4-201, 4-216 through 4-221, 4-233&4-234, and 4-301&4-302.

Insert: Attached replacement pages and new pages 4-12A through 4-12D and 4-303 through 4-306.

Changes appear on pages ii, 4-200&4-201, and 4-233 and are indicated by marginal asterisks. The new pages bear the date of this Transmittal.

EFFECTIVE DATE AND IMPLEMENTATION

The above changes are effective immediately. Forward two copies of implementing documents to the Deputy Assistant Secretary of Defense (Civilian Personnel Policy and Requirements), Office of the Assistant Secretary of Defense (Manpower, Installations, and Logistics), within 120 days.

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Correspondence and Directives
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Attachments: 21 pages

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

JOB-GRADING SYSTEM MANUAL
FOR NAFIs

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DoD NAF PATRON SERVICES
JOB-GRADING STANDARD
CASHIER-CHECKER PS-2091-2

DUTIES AND RESPONSIBILITIES:

Cashiers-Checkers PS-2 check merchandise, ring up the sale on a cash register, accept money, and make change. They bag or wrap the items purchased and staple the cash register ticket to the bag or wrapper. Incumbents check merchandise for ticket switching, unmarked items, and damaged merchandise. Cashiers-Checkers PS-2 provide management with information concerning customer requests, complaints, price-marking problems, condition of merchandise, time of maximum and minimum patron traffic, fast- or slow-moving items, and the arrival of important visitors. Incumbents may sell merchandise items located at checkout points. These items are typically small and are stocked in racks or hanging containers (for example, cigarettes and candy).

Cashiers-Checkers P-2 are assigned to installation cafeterias or snack bars. The incumbents are stationed at the end of cafeteria serving lines or at snack bar counters. Duties consist of ringing up food, beverage, and merchandise by individual item; totaling the sales; receiving money; and making change. Cashiers-Checkers may sell food and merchandise items such as prepackaged snacks, cigarettes and candy. Incumbents may perform related food service duties, such as setting up the serving line and refilling beverage dispensers.

Cashiers-Checkers PS-2 work at the cashier's booth or counter. They receive patrons' meal checks, total the sales on cash registers, receive money, and make change. They may also process credit card transactions.

SUPERVISORY CONTROLS:

Work is performed independently; however, supervisory assistance is provided in unusual circumstances.

DoD NAF PATRON SERVICES
JOB-GRADING STANDARD
CHILD CAREGIVER PS-0186-0

GENERAL STATEMENT :

Child Caregiver positions function in the context of military child development programs and typically are involved with routine, day-to-day care responsibilities. The actual duties performed will vary according to the type of child development program administered by the employing child care center, the range of services offered (such as full day, part day, and hourly care), the age level of the children for whom care is provided, and the staffing patterns of the employing organization. Essentially, the duties performed are supervising and interacting with the children in a variety of indoor and outdoor activities, implementing daily routines (such as, feeding, diapering/toileting, and rest periods), and carrying out basic health, safety, and sanitary practices and procedures necessary to support the child development program. (Note: Inasmuch as "loving care" is a constant requirement of all classes of child care positions, it is not a useful job-grading factor or variable that changes measurably from one grade to another.)

EXCLUSIONS:

1. Positions in which the preponderance of work and paramount requirement is in an area that requires only incidental or occasional care of children (such as preparation of food, general office work, or janitorial duties performed in a child care setting). These positions should be classified by application of the appropriate job-grading standard for the paramount function.
2. Nonprofessional positions that are responsible for directly applying a structured developmental program designed to contribute to children's social, emotional, cognitive, and physical development. Such positions should be classified by application of the Child Development Assistant, PS-1702 Job-Grading Standard.
3. Positions that require professional knowledge of the field of education. These positions are to be classified through application of the appropriate OPM Position Classification Standards.

TITLES :

Positions covered by the standard will be titled Child Caregiver.

CHILD CAREGIVER PS-0186-2

DUTIES AND RESPONSIBILITIES:

Child Caregivers at the PS-2 level perform routine day-to-day child care duties. This level is considered the entry level for this occupation.

Duties at this level include:

- Receiving children from their parents noting special instructions that parents may provide.

- Attending to the physical needs of the children by diapering and feeding infants and helping preschoolers with toileting.
- Supervising children's indoor/outdoor play periods. Distributing toys and play materials; demonstrating the use of toys and other materials; and showing children how to do activities such as skip, jump rope, and throw a ball.
- Preparing play materials such as mixing paint and clay and assembling props for shows.
- Talking and listening to children and babies both individually and in groups. May read to children, sing songs, and play simple games with children.
- Providing children with opportunity to develop self-help skills (such as dressing, toileting, and feeding). Assembling and serving meals and snacks to older children and assisting with family style meal service.
- Rocking and holding babies. Consoling children, when necessary.
- Putting children to bed for naps and rest periods and watching over them while they sleep.
- Ensuring cleanliness and safety of children and their play areas. Cleaning and sanitizing equipment and toys, as needed.
- Interacts with children during programed activities. Uses approved disciplinary and caregiving techniques that support overall program objectives.
- Helping children collect their belongings when they leave. Ensuring that each child leaves with his or her parent or someone who is authorized to pick up the child.

SKILLS AND KNOWLEDGES:

Must be familiar with the procedures established at the center regarding fire safety, emergency evacuation, and first aid. The PS-2 level is considered the entry level for Child Caregiver positions. Incumbents are required to undergo training to familiarize them with the policies and procedures established at the center regarding daily routine, illnesses, discipline and caregiving techniques, safety practices relative to indoor/outdoor program activities, and first aid.

SUPERVISORY CONTROLS:

New work assignments, procedures, or conditions are explained thoroughly by the supervisor. Once the incumbent is familiar with the duties assigned, the supervisor provides guidance and direction and checks work in progress to ensure compliance with the center's procedures.

The supervisor always is available to answer questions, provide on-the-job training, and handle unusual situations.

PHYSICAL DEMANDS :

Duties require long periods of standing and walking with continual bending and kneeling in both indoor and outdoor settings. Caregivers are required, on a regular basis to lift children weighing up to 40 pounds.

CHILD CAREGIVER PS-0186-3

DUTIES AND RESPONSIBILITIES:

The PS-3 level is the target level for Child Caregiver positions. The positions involve a variety of child care duties in a child care program. In a full day program, with a schedule established by the supervisor that consists of play, rest, snack, and meal periods, this position may serve as a room leader or primary caregiver. The PS-3 Child Caregiver also may function as an assistant to the Child Development Assistant. The Caregiver may assist Child Development Assistants by helping children with activities and performing the more routine child care duties.

In addition to the duties outlined at the PS-2 level, the Caregiver at this grade level performs the following duties:

- Reviews the daily schedule and activity plan prepared by the supervisor and briefs lower grade Caregivers. May select the activity to be carried out, if the supervisor has provided alternatives. Arrange room and play materials to accommodate the day's schedule,

- Conducts daily health checks on each child and informs supervisor if child appears ill.

- Leads children in songs, musical games, fingerplays, or other play activities approved by the supervisor. Such activities may involve blocks, puzzles, dolls, wheel toys, arts and crafts, sand and water play, and dramatic housekeeping play,

- Submits list of needed supplies and equipment to supervisor.

- Sets up displays and bulletin boards.

- Completes simple paperwork required for program reporting requirements.

- Informs parent of child's activities during the day. May participate in conferences with a parent and the supervisor.

SKILLS AND KNOWLEDGES:

The PS-3 Child Caregiver must be thoroughly familiar with the standard operating procedures in effect for the child development program. Must be familiar with the approved techniques for handling discipline and problem behavior and comforting a frightened or distressed child. Knowledge of simple play activities and program materials and the approved procedures and techniques applicable to basic child play/interest centers. Knowledge of reporting and recordkeeping procedures.

SUPERVISORY CONTROLS

Incumbent works with considerable independence following prescribed rules and procedures. Supervisor always is available for consultation and to discuss problem areas.

DOD NAF PATRON SERVICES
JOB-GRADING STANDARD
CHILD DEVELOPMENT PROGRAM ASSISTANT
PS-1702-0

GENERAL STATEMENT :

This standard is used to classify nonprofessional work in organized child development programs. Positions in this category conduct appropriate activities designed to stimulate and sustain the interest of children and to contribute to their social, emotional, cognitive, and physical development. These activities are designed to increase the child's reasoning skills and concept development. Programs in which these positions are found are oriented typically toward instructing children to talk in complete sentences, recognize and learn beginning numbers and letters, recognize primary colors and basic shapes, and to express themselves creatively in activities such as finger painting, drawing, pasting, and cutting. Specific activities include, but are not limited to, storytelling, fingerplays, music, dramatic play, easel painting, clay, puzzles, and blocks.

EXCLUSIONS:

1. Positions in which the preponderance of work and paramount requirement is in an area that requires only incidental or occasional care of children (such as preparation of food, general office work, or janitorial duties performed in a child care setting). These positions should be classified by application of the appropriate job-grading standard for the paramount function.
2. Positions in which the preponderance of work relates to routine day-to-day child care duties. These positions should be classified by application of the DoD NAF Child Caregiver PS-0186-0 Job-Grading Standard.
3. Positions that require professional knowledge of teaching and learning theories, principles, and methods of teaching children. These positions are to be classified through application of the appropriate OPM Position Classification Standards.

TITLES :

Positions covered by this standard will be titled Child Development Program Assistant.

CHILD DEVELOPMENT PROGRAM ASSISTANT PS-1702-4

DUTIES AND RESPONSIBILITIES:

The PS-4 level is considered to be the entry level for positions properly classified to this occupational series. At this level, the Assistant may be responsible for an age group or program, but carefully follows all program guidelines and a structured plan of activities developed by the center's director, teacher, or other professional. The Assistant is given on-the-job training and/or formal classroom/workshop instruction in the basic skills

of conducting preschool developmental activities. On-the-job training assignments increase the Assistant's understanding of the policies and objectives of the child care development program as well as skill in applying effective work techniques in actual situations with the children.

In accordance with an approved plan of activities, the Assistant organizes a daily schedule, arranges the activity area appropriately, and assembles needed materials. Carries out the planned activities, helping and encouraging the children. Following established care-giving techniques, the Assistant helps to teach children to share, play in a group, make choices, and follow instructions.

The Assistant keeps parents informed of their children's activities. May participate in conferences with parents.

SKILLS AND KNOWLEDGES:

The PS-4 Child Development Program Assistant is familiar thoroughly with the program's standard operating procedures and the developmental care-giving techniques used. He or she has an understanding of the basic goals of the developmental program being implemented. The on-the-job training and workshop instruction received increases understanding of the program and the necessary skills for carrying out the established plan of activities.

SUPERVISORY CONTROLS:

Child Development Program Assistants carry out daily work in accordance with specific supervisory instructions and well-established procedures. Supervisors are available readily to provide advice and guidance.

CHILD DEVELOPMENT PROGRAM ASSISTANTS, PS-1702-5

DUTIES AND RESPONSIBILITIES:

The PS-5 grade level is the full performance level for positions properly classified to this occupational series. The PS-5 Child Development Program Assistant implements a structured plan of activities but is expected to exercise judgment to make the activities more stimulating to the children. The PS-5 Assistant selects and adjusts activities, and changes the daily schedule to better meet the needs of the children and the goals of the child development program. This may involve making judgments such as changing the focus of an arts and crafts activity to take advantage of a subject in which the children recently have been interested. Instructs children in following instructions, sharing, socializing, doing things for themselves, concepts of safety, and awareness of time, seasons, nature, nutrition, and personal hygiene. Helps children develop listening and attending skills. Develops or obtains visual aids to promote the learning process. Maintains information for substitute personnel that includes a description of the activity areas routine and schedule and activity plan. May decorate bulletin boards and classroom to provide an appropriate ambience that promotes attainment of planned activity goals. Observes children for obvious difficulties in mastering the activities and discusses possible actions with supervisor. Participates in parent-teacher conferences.

KNOWLEDGE AND SKILLS:

In addition to the skills and knowledge described at the PS-4 level, PS-5 Child Development Program Assistants have a knowledge of basic child development strategies and techniques for promoting learning in young children. This knowledge may have been gained by working in a preschool, kindergarten, child care center, or similar such experiences in providing developmental programming child development and/or by successfully completing workshops and courses related to child development and/or early childhood education.

SUPERVISORY CONTROLS:

Review of work consists of periodic spot checks. Work is evaluated primarily on the ability to perform day-to-day work independently and on the ability to satisfy the needs of the children in the program. Guidelines include well-established procedures, instructions, and predeveloped activity plans.

CHILD DEVELOPMENT PROGRAM ASSISTANT PS-1702-6

DUTIES AND RESPONSIBILITIES:

Positions at this level consist of essentially the same assignments as at the PS-5 level. The difference is that the developmental guidelines and predetermined activity plans under which the PS-6 assistant operates generally are broader and more flexible than those under which a PS-5 works and, therefore, require more initiative. The PS-6 has increased responsibility for selecting, altering, and improving activities to instruct children more effectively. Special activities and instructional themes are suggested to the supervisor that usually are accepted as submitted.

Many positions at this level have leader responsibilities and provide supervision of Caregivers and lower graded Child Development Program Assistants.

Uses own initiative and works with supervisor to adjust program guides that may be inadequate for dealing with unusually difficult problems/situations associated with the needs of the children.

At this level, the Child Development Program Assistant may implement a program for children with special needs, such as handicapped children with disciplinary problems or learning disabilities or gifted children.

SKILLS AND KNOWLEDGES:

In addition to the skills and knowledges described at the PS-5 level, Ps-6 Child Development Program Assistants have specialized training in child development or courses in early childhood education. A Ps-6 Program Assistant working in a special education program will have training in the program area in which he or she works.

SUPERVISORY CONTROLS:

Operates independently with supervisory assistance available to discuss problems or handle unusual situations. Reference materials are readily available.

D. CRAFTS AND TRADES (NA) JOB-GRADING GUIDES

	<u>TITLE</u>	<u>SERIES</u>	<u>PAGE</u>	<u>GRADE LEVEL</u> <u>DESCRIPTIONS</u>	
*	Aircraft Equipment Repair Inspector	NA-8852	4-201	11	*
	Laborer (Bowling Facility Maintenance)	NA-3502	4-204	3	
	Bicycle Repairer	NA-4844	4-205	5	
	Cobbler	NA-3103	4-206	7	
	Deckhand/Sailor	NA-3507	4-207	2	
	Electromotive Equipment Mechanic (Golf Cart)	NA-5876	4-208	6	
	Electronics Mechanic (Television and Sound Equipment)	NA-2604	4-209	9	
	Engraver (Hand)	NA-3816	4-210	4	
	Laborer (Bagger)	NA-3502	4-211	1	
	Marine Equipment Repairer/Mechanic	NA-8610	4-212	8-10	
	Merchandise Marker	NA-6914	4-214	1	
	Mobile Equipment Servicer (Service Station Attendant)	NA-5806	4-215	2	
	Pool Table Repairer	NA-3106	4-221	5	
	Shoe Cleaner and Polisher	NA-7601	4-222	1	
	Skate Repairer	NA-4801	4-223	6	
	Slot Machine Mechanic	NA-4801	4-224	9	
	Small Appliance Repairer	NA-4855	4-225	7	
	Vending Machine Attendant	NA-4801	4-226	4	
	Vending Machine Repairer/Mechanic	NA-4820	4-227	5-8-10	
	Waiter	NA-7420	4-230	1-2	
	Watch Repairer	NA-3309	4-232	9	

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
AIRCRAFT EQUIPMENT REPAIR INSPECTOR NA-8852-0

EXCLUSION:

* Any position in which the work primarily involves the maintenance and repair of aircraft, with only associated and incidental examination of aircraft to certify airworthiness. Positions such as these shall be classified through application of OPM Job-Grading Standards for Aircraft Mechanic, NA-8852-0 (see OPM job-grading standards contained in FPM Supplement 512-1, reference (f)). *

OCCUPATIONAL INFORMATION:

Maintenance, repair, and inspection work within NAF activities spans a variety of types of aircraft, ranging in complexity from single- and dual-engine aircraft to helicopters. The inspection work performed requires similar skills and knowledge for all types of aircraft, although some are considered to be mechanically more complex than others. The knowledge required include specific inspection procedures outlined by the Federal Aviation Administration (FAA) relating to airframes, surfaces (sheet metal and fabric), engines, hydraulic systems, control mechanisms, and operating equipment. Inspectors use a variety of techniques to check tightness of connections, fit of parts and to perform operational tests. They use handtools as well as more specialized measuring devices (such as torque wrenches, gauges, micrometers, and calipers) to ensure that there are no defects and that specified tolerances are met. After completion of inspection, the employee signs certification to approve aircraft or records reasons for rejection.

CLASSIFICATION CRITERIA:

Inspections are performed at varying intervals, including 25 hours, 50 hours, and 100 hours. To perform these inspections, the incumbent must possess, at a minimum, an Airframe and Power Plant Mechanics license. In addition, to perform mandatory annual inspections, the incumbent must also possess an inspection authorization issued by the FAA.

Although this guide defines only one grade, if a position substantially exceeds the criteria outlined (that is, authority to perform annual inspection on a variety of aircraft (10-15 different models) and with a large number (30-35)), consideration may be given to the crediting of an additional grade level. However, any action taken on this basis shall be documented and attached to the job description.

In almost all cases and at aero clubs, Aircraft Inspectors also perform limited maintenance and repair on activity aircraft (major repairs are contracted out) the same as Journeymen Aircraft Mechanics. The performance of this work usually will not enhance or detract from the grade level assigned inspector positions. However, when evaluating these positions, careful consideration shall be given to ensure that a significant portion of time is spent in the performance of inspection work.

PAGES 4-216 through 4-220
RESERVED

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
POOL TABLE REPAIRER NA-3106-5

DUTIES AND RESPONSIBILITIES :

- Assembles, dismantles, repairs, and maintains pool tables and accessories.
- Removes and replaces worn or damaged parts such as cushions, pockets, cloth covering or table top using handtools and materials such as felt cloth, slate cement, tacks, hammers, wrenches, staple guns, needles, and thread.
- Refinishes or replaces woodwork on pool tables to include items such as legs, frames, and mouldings.
- Sets up and levels pool tables. Replaces damaged or missing leveling screws.
- May repair cue tips and ball racks.
- Orders required parts and material to complete repairs.
- Performs general housekeeping tasks to ensure proper standard of appearance, cleanliness, and safety of assigned work area.

PHYSICAL EFFORT:

Stands, stoops, bends, stretches, and works in tiring and uncomfortable positions. Handles medium- and heavyweight objects.

WORKING CONDITIONS:

Works inside an adequately lighted and heated area. Exposed to possible cuts and bruises in using handtools.

E. UNIVERSAL ANNUAL JOB-GRADING STANDARDS

<u>TITLE</u>	<u>SERIES</u>	<u>PAGE</u>
Aero Club Manager	UA-I101	4-234
Bowling Center Manager	UA-1101	4-237
Caterer	UA-1101	4-240
Child Care Center Manager	UA-1101	4-242
Exchange Manager	UA-1181	4-246
General Manager	UA-1180	4-251
Golf Course Superintendent	UA-1601	4-256
Golf Course Manager	UA-I101	4-256
Mess or Club Manager	UA-1101	4-267
Package Store Manager	UA-1101	4-259
Retail Manager	UA-1182	4-261
Teacher (Child Development)	UA-1710	4-302

*

DoD NAP UNIVERSAL ANNUAL
JOB-CLASSIFICATION STANDARD
AERO CLUB MANAGER UA-1101 -O

DUTIES AND RESPONSIBILITIES:

-Conducts the club's daily activities in compliance with directives, guidelines, and operating instructions (OIs) provided by the Board of Governors (BOG). Ensures compliance with these as well as other directives, policies, and procedures. Develops or recommends and implements, after approval, OIs to effect greater operational efficiency. Provides data to the fund custodian to support short- and long-range plans and to achieve maximum return on investments and equipment use. Prepares or supervises the preparation of reports as well as the preparation and issuance of financial records and individual statements to members. Coordinates daily activities with the President of the BOG, bringing to his attention existing or anticipated problems, and recommends solutions to problems within scope of responsibilities.

-Attends meetings and reviews minutes of the BOG, safety, standardization, and general membership meetings to coordinate administrative and operational matters and followup on items affecting club operations. Initiates agenda items for official club meetings. Develops studies and plans as directed by the BOG or self-generated in response to membership desires and objectives. Maintains liaison with the FAA and base staff activities, such as safety, operations, and flight control office, regarding aero club operation.

-Keeps the flight schedule log book on a first-come-first-served basis. Checks and approves flight clearances. Grounds or restricts members' flying privileges for violations pending BOG action. Monitors weather conditions to effect immediate security or storage of aircraft during inclement weather. Maintains bulletin boards, charts, status boards, pilots' information file, and publications essential to club operation and flight planning by members.

-Ensures that notification procedures are established with the FAA or base operations to notify a responsible aero club official of overdue aircraft or other emergencies. Must be on duty or make sure that a qualified person, designated in writing, is on duty when students or pilots with less than 200 hours are flying in the local area.

-Provides administrative guidance to the chief flight instructor to achieve effective operation of the flight and ground training program. Enforces regulatory procedures and contractual provisions pertinent to the training program. Advises flight instructors of changes in administrative procedures affecting their duties. Reviews student assignments to effect equitable assignments commensurate with workload and availability of instructors. Overviews the establishment and maintenance of membership and training folders and records to ensure that required data are recorded properly and that documents are maintained in current status.

-Works with the Club Maintenance Officer and the Chief Mechanic of the maintenance facility in coordinating and scheduling of preventive and major

<u>Series</u>	<u>Grade</u>	<u>BMK#</u>
1101	12	-i--

FACTOR 9 - WORK ENVIRONMENT - LEVEL 9-1

5 Points

The work area usually is lighted, heated, and ventilated adequately. There may be occasional exposure to dusty or dirty conditions while conducting onsite visits to other local facilities.

TOTAL POINTS 2890

DOD NAF UNIVERSAL ANNUAL
JOB-GRADING STANDARD
TEACHER (CHILD DEVELOPMENT) UA 1710-0

GENERAL STATEMENT :

This guidance applies to positions in nonappropriated fund child development programs that implement and/or develop child care and/or preschool programs. Covered positions require full professional knowledge of the theories, principles, and techniques of teaching and learning necessary to teach preschool age children. The utilization of professional teachers is a matter of operating policy, dependent upon each DoD Component's regulations, the serviced community's needs, and the nature of the program to be implemented.

Teacher positions are responsible for planning courses of instruction and lesson plans based on the developmental program guidelines in effect. Teachers implement their plan using teaching methods and techniques appropriate for the age level being taught. Teachers observe and evaluate children's developmental levels and adjust activities and instruction methods, as needed. Teachers provide supervision of Caregivers and Child Development Program Assistants and may assist in offering inservice training courses to such staff. Teachers arrange the classroom environment and visual aids to support the developmental program, employing their knowledge of children's interests and patterns of development. Teachers provide feedback to parents on their child's progress and problems through regular reports or parent-teacher conferences.

SERIES AND GRADE-LEVEL DETERMINATION:

The series and grade level of teacher positions are determined through reference to OPM Position Classification Standards. OPM has issued a new series coverage standard for GS-1724, Elementary Teacher, which would include the teacher positions described above. However, OPM is not requiring implementation of the series coverage and definition until 6 months after the GS-1710 standard has been rescinded. Until that time, the 1710 series will be used, however, grade-level determination will be made by application of the new Instructor Grade Evaluation Guide. OPM does not require agencies to make special reviews solely to implement the Guide. The Guide should be applied when position classification actions are taken and when new teacher positions are established.

When applying OPM grade-level criteria, classifiers should examine closely the operating environment of teacher positions under evaluation. OPM position classification criteria generally indicate that the UA-5 and UA-7 levels would be the trainee and developmental levels for teacher positions. However, for teachers operating in child care centers, these lower levels may represent the full performance level for teaching assignments. Teaching positions in child development programs often are constrained by program guidelines and operating practices and by relatively close supervision from the director of the center. The positions also usually lack substantial responsibilities for evaluating students. The teacher's evaluation duties are limited to observing the children, noting each child's areas of strength

and weakness, and identifying any possible developmental problems of each child. They usually do not design and/or administer tests to the children. Such limitations should be considered when applying OPM guides and standards to UA teaching positions in child development programs.

NOTE : Positions wherein the levels of difficulty and responsibility are substantially as described at professional levels, but performance does not require full professional knowledge of the concepts, principles, techniques, and practices of the education field, should be allocated to the Education and Training Technician Series, UA-1702-0. Positions so classified should be allocable to at least the UA-5 level, using the criteria prescribed in OPM Position Classification Standards for the GS-1702-0 series.

F. NONAPPROPRIATED FUND/APPROPRIATED FUND GRADE LINKAGE CHART

This chart is for information and reference purposes and is not to be used for direct classification.

DOD NAP
JOB-GRADING STANDARDS

OFFICE OF PERSONNEL MANAGEMENT
POSITION CLASSIFICATION STANDARDS

SINGLE GRADE
INTERVAL SERIES

UA-6 AND ABOVE

Direct Application of OPM/DoD NAF-UA Position Classification Standards

AS/PS-7	GS-5
AS/PS-6	GS-4
AS/PS-5	GS-3
AS/PS-4	GS-2
AS/PS-3	GS-1
AS/PS-2	
AS/PS-1	

G. Subdivision Coding of Universal Annual Occupations within NAFIs.

In order to facilitate better position management within the framework of the Federal Position Classification Plan adopted by the Secretary of Defense for Universal Annual category positions in nonappropriated fund instrumentalities, certain designated occupations require further grouping by functional speciality in order to meet unique NAF business organizational and operational requirements.

Subdivision coding for the UA-1101, General Business and Industry Series. A numerical coding system, that is, following UA-1101 with a two-digit decimal trailer, is adopted for this series, to identify functional subgroups as well as significant managerial positions within the subgroup. The jobs so designated will be added or deleted, as needed.

Recreation Activities Subgroup, UA-1101.10

- Aero Club Manager, UA-1101.11
- Golf Course Manager, UA-1101.12
- Bowling Center Manager, UA-1101.13
- Auto Hobby Shop Manager, UA-1101.14
- Rod and Gun Club Manager, UA-1101.15
- Marina Club Manager, UA-1101.16
- Recreation Center/Area Manager, UA-1101.17

Hospitality Subgroup, UA-1101.20

- Open Mess Manager, UA-1101.21
- Bar Manager, UA-1101.22
- Caterer, UA-1101.23
- Food Service Manager, UA-1101.24

Personal Services Activities Subgroup, UA-1101.30

- Barber Shop Manager, UA-1101.31
- Beauty Shop Manager, UA-1101.32
- Laundry/Dry Cleaning Shop Manager, UA-1101.33
- Watch Repair Shop Supervisor/Manager, UA-1101.34
- Optical Shop Supervisor/Manager, UA-1101.35
- Personal Services Manager, UA-1101.36

Lodging Subgroup, UA-1101.40

- Guest House Manager, UA-1101.41
- Navy Lodge Manager, UA-1101.42
- Housing Service Manager, UA-1101.43

Child Care Center Subgroup, UA-1101.50

Child Care Center Manager, UA-1101.51

Retail Activities Subgroup (Other than GM, Exchange Manager, and Retail Manager), UA-1101.60

Military Clothing Sales Store Manager, UA-1101.61

Package Store Manager, UA-1101.62

Pro Shop Manager, UA-1101.63

Vending Manager, UA-1101.64

Sales and Merchandising Manager, UA-1101.65 "

Retail Operations Manager, UA-1101.66

Combined Operations Manager, UA-1101.67

Auto Activity Manager, UA-1101.68

Shift Manager (Retail), UA-1101.69

Area Retail Manager, UA-1101.70

Area Services Manager, UA-1101.71

Area Personal Services Manager, UA-1101.72

Area Vending Manager, UA-1101.73

Retail Specialist, UA-1101.74

Deferred Payment Manager, UA-1101.75

Miscellaneous Subgroup, UA-1101.99

This subgroup includes jobs properly classified to the UA-1101 series but not identified with the jobs designated above.